

RYE RECREATION DAMIANO RECREATION CENTER
~ BUILDING USE APPLICATION ~

YOUR NAME: _____ **PAYER:** _____
Please enclose copy of your Drivers License

ADDRESS: _____

PHONE: _____
Day Evening

ORGANIZATION: _____ *Certificate of insurance required*

DATE/TIME REQUESTED: _____
Day Date Time

Rooms Requested: [] Multipurpose Room Holds 82/100 [] Girl Scout Room Holds 30
[] Kitchen Board Room Holds 15 [] Lower Floor Room Holds 30

PURPOSE: (Please be specific) _____

ATTENDANCE: _____
Teens 13-18 Youths 17 & under Adults TOTAL

ALCOHOL REQUEST: (Beer & wine only [] Yes [] No (If yes separate permit for beer/wine must be completed.)

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

RESERVATION MADE ON: _____

50% DEPOSIT DUE: \$ _____
(50% due with application.) Date Receipt No.

BALANCE DUE: \$ _____
(2 weeks prior to event.) Date Receipt No.

BUILDING SUPERVISOR ASSIGNED: _____

PERSON TAKING RESERVATION: Katherine Napolitano Date: _____

If you are not a resident of Rye, you will need to included the name, address & phone # of your Rye sponsor.

Name: _____ **Phone:** _____

Address: _____

Method of Payment: [] Check (Please make check payable to The City of Rye
[] Master Card, [] Visa, [] Discover

Revised 3-01

Credit Card Number:_____

Expiration Date: ____/____
 Month Year

Signature :_____